

# City of Gunnison Special Event Permit Application

To be submitted to the City Clerks Office, at City Hall, 201 W. Virginia  
Avenue or at the Gunnison Community Center, 200 E Spencer Street  
in Gunnison, CO 81230

Phone: 970.641.8140 Fax: 970.641.8051

No later than ten (10) business days prior to the Proposed Event

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Sponsoring Agency (If Different than Applicant)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Cell Number

**Type of Event:** \_\_\_\_\_

**Name or Title of Event:** \_\_\_\_\_

**Location and Description of the Event:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Date of Event*      \_\_\_\_\_  
*# of People*      From: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
*Event Hours (including set up/take down)*

**List any streets requiring closure as a result of the Event (*Please be specific in regards to time making sure there is extra time before and after the event for clearing parked cars, set-up and clean-up*):** \_\_\_\_\_  
\_\_\_\_\_

Times of actual street closure: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

**Route to be Traveled (Display on accompanying map):** \_\_\_\_\_

**Unless exempted by the City, Businesses and Residents located adjacent to your event must be notified at least 7 days prior to the event - of any possible street closures, potential noise or traffic impacts. See last page of application for and example of a notification form.**

**Does the Event Involve Any of the Following? (Please check if applicable):**

Liquor/ Beer Sale and/or Consumption? If yes, please contact the City Clerk 641-8140

Sales of Any Kind of Product? If yes, please contact the Finance Department 641-8070

Distribution of Handbills/ Flyers or Hanging of Banners? If yes please contact the Community Development at 641-8090

Use of a City Park/ Pavilion? If yes, please contact the Parks Dept 641-8060

Music/ Entertainment? If yes, please describe: \_\_\_\_\_

Animals/ Livestock? If yes, please describe: \_\_\_\_\_

Use of Tents or Fencing Causing Ground Disturbance? If yes, please contact the Parks Dept 641-8060

Open Flame Cooking in Booths or Trailers? If yes, contact Fire Marshal at 641-8153.

Use of Port-a-Toilets? If yes, please contact the Parks Department 641-8060

Pyrotechnic Displays? If yes, contact Fire Marshal at 641-8153.

**Will you Require:**

Water? If yes, for what use, amount needed and method of dispensing \_\_\_\_\_

Electricity? If yes, for what use, type needed and method of dispensing \_\_\_\_\_

Dumpsters/ Trash Cans? If yes, amount needed, type, time delivered/ picked up and location \_\_\_\_\_

Traffic Cones/ Barricades? If yes, for what use, amount needed, time delivered/ picked up and location \_\_\_\_\_

Additional Police/ Fire Presence? If yes, for what purpose, type needed, and time/ location \_\_\_\_\_

**Have You Placed the Event on the Gunnison-Crested Butte Community Calendar ([www.gbcalendar.com](http://www.gbcalendar.com))?**

**INDEMNIFICATION AND RELEASE PROVISIONS  
FOR USE OF CITY OF GUNNISON FACILITIES AND RIGHTS-OF-WAY**

A. In consideration for being permitted to use the facilities and/or rights-of-way of the City of Gunnison, (hereinafter "City"), (insert name of person/entity seeking permission to use facilities and/or rights-of-way, hereinafter "Applicant") agrees to indemnify and hold harmless the City, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the facilities and/or rights-of-way, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

B. By signing below, Applicant agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein or to the City rights-of-way, the City may deduct from any damage deposit the full amount of such damage, loss, or injury. Applicant further agrees that, if such damage, loss, or injury exceeds the amount of the damage deposit, Applicant will promptly reimburse the City for all costs associated therewith upon billing by the City.

C. In addition, in consideration for being permitted to use the facilities and/or rights-of-way, Applicant, on behalf of itself, and its officers, employees, members, and participants, hereby expressly exempts and releases the City, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability claims and demands result from the act, omission, negligence, or other fault on the part of the City, its officers, or its employees, or from any other cause whatsoever.

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Signature of Applicant

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Printed Name of Applicant

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Date

**Dear Gunnison Business or Resident:**

We, \_\_\_\_\_,  
(name of event organizaer)

Will be conducting a \_\_\_\_\_  
(type of event)

On \_\_\_\_\_  
(date of event)

From \_\_\_\_\_  
(time of event)

The anticipated impacts, including street closures, from the event include:

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**If you have any comments or concerns regarding this event, please contact us at**

\_\_\_\_\_  
(contact information of event organizer)

**AND the City of Gunnison at 970-641-8080. Thank you for your input.**

**(Notification form for adjacent businesses/residents)**

***For Internal Use Only***

**Approved:**

City Clerk: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Finance: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Community Development: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Fire Marshall: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Park and Recreation: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Police: \_\_\_\_\_

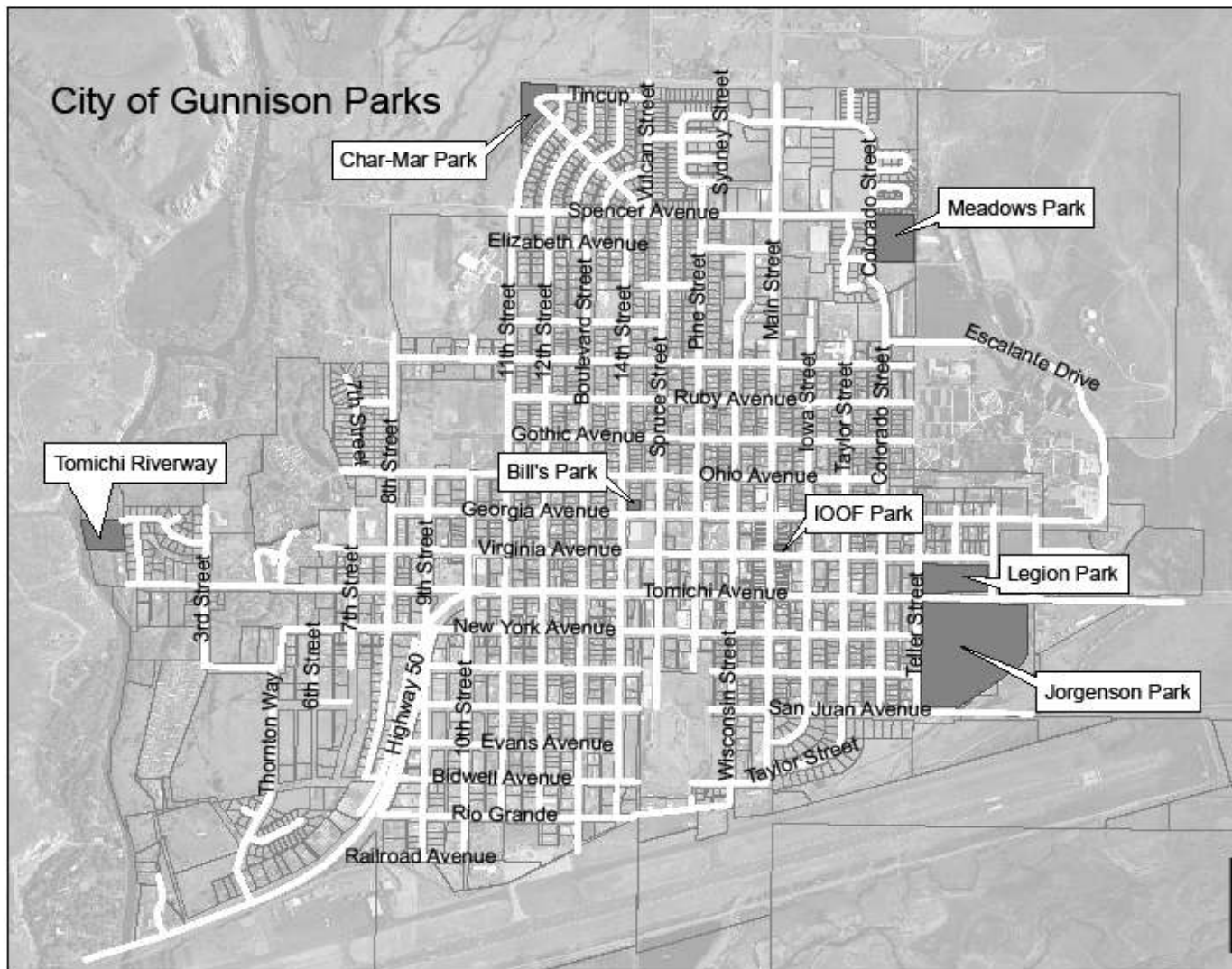
Additional Comments: \_\_\_\_\_

Public Works: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

City Manager: \_\_\_\_\_

Additional Comments: \_\_\_\_\_



**Show on the Map the Location of Special Event**

# Parade Route Map

